

Members of the public are permitted to speak on issues included on the Licensing Committee agenda prior to the commencement of each item.

Registering to Speak

Notice of the wish to speak must be registered with Democratic Services* in writing, by email or by telephone before midday on the third working day before the Committee meets. As the Committee generally meets on Thursday, this will normally be the Monday before the meeting.

It is the responsibility of the person wishing to speak to find out the appropriate date that the Committee will consider the item of business that they wish to speak on. This information can be obtained from Democratic Services*. Late requests to speak at Committee will not be considered.

Any request to speak must include the person's name, address and contact telephone number, together with details of the item they wish to speak on.

A written version of the registered speaker's speech must be supplied to the Democratic Services Manager, via Democratic Services*, in advance, not later than 48 hours before the meeting. The Democratic Services Manager will not accept the request to speak as valid unless satisfied that the speech is proper to be presented.

The speech, at the meeting, must reflect the wording submitted in advance and shall not constitute a personal attack upon any person.

Members of the public are not able to speak on exempt or confidential items relating to individual licence applicants or licence holders.

If, however, an individual licensing application does not contain exempt or confidential information and is considered in public, members of the public will have a right to speak before consideration of the item and there will be no requirement for the submission in advance of a written version of what is to be said.

The Meeting

Persons who have registered to speak should be in attendance fifteen minutes prior to the commencement of the meeting to enable a list of speakers present to be passed to the Chair. Any latecomers who have not confirmed their intention to speak in accordance with this requirement will only be allowed to speak at the discretion of the Chair.

Democratic Services, having received notice from persons wishing to speak, will re-order the agenda to enable items with public participation to be considered early in the meeting, although this will be balanced with the needs of individuals who are attending to make representations on exempt/confidential items.

There will be a maximum of three speakers on each item of business and a maximum of five minutes per speaker.

Any group of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking as part of the registration process.

Only one representative of any trade association will be permitted to speak on any item of business. Speakers must be prepared to respond to questions from Committee members at the meeting, if necessary. However, there will be no debate between a speaker and members of the Committee on the matters raised by the speaker.

Once the public have spoken on an item of business, the Committee will debate the item and make a decision, and there will be no further contributions from the public during the process. The speaker is welcome to stay and hear the debate and the decision.

Should speakers fail to attend the meeting at which they have registered to speak, or are not present at the time the item is being dealt with, the item will not be delayed until a later date. Speakers must attend at the scheduled time.

Any person who is registered to speak, but has to leave the meeting early, will be able to give his or her views on paper to be read out by the Chair.

Giving Notice

Members of the public wishing to speak on a particular issue, must find out the time and date of the Committee meeting.

Procedure at the Meeting

1. The Chair introduces the item and outlines the procedure.
2. The Chair calls on speakers from the public seating area.
3. The speaker addresses the Committee from the public speaker's table.
4. The speaker then returns to the public seating area.
5. The Chair may only ask a speaker a question to clarify something. There will be no debate between a speaker and Councillors on the matters raised by the speaker.
6. There will be no further contributions from the public during this process.
7. The Chair calls on the Licensing Manager, or their representative, to present the report.
8. Councillors ask questions on the report.
9. Officers answer each question.
10. When all questions have been asked, the Chair calls for a proposer of a motion/recommendation. The proposer can speak for five minutes.
11. The Chair asks for a seconder. The seconder can speak for five minutes.
12. The Chair opens the debate to any Councillor who wishes to speak.
13. Councillors vote on the proposal.
14. The Chair announces the decision.

Contact Details

*Democratic Services, Lancaster City Council, Town Hall, Dalton Square, Lancaster, LA1 1PJ, telephone (01524) 582068, email publicspeaking@lancaster.gov.uk.